



Indiana FCCLA

Position Announcement: Indiana FCCLA State Adviser position open, beginning July 1, 2010 or as soon as a suitable candidate is employed.

Job Description

1. Work with Indiana FCCLA State Executive Board, which provides oversight, evaluation, and approval of Indiana FCCLA State Adviser responsibilities, activities, and performance.
2. Serve as ex-officio member of the State Executive Board and State Advisory Council; organize, prepare for, and attend all meetings.
3. Support current chapters and establish new chapters, including:
 - Maintain up-to-date directory of chapters and advisers.
 - Maintain email list of all local chapter advisers.
 - Distribute rosters to all chapters and others as requested.
 - Distribute informational packets to new chapters.
 - Distribute information packets as requested or needed
 - Increase student membership by 2% over previous year.
 - Communicate regularly with local chapter advisers regarding state and national issues.
 - Conduct other activities as determined by Indiana FCCLA Executive Board.
 - Maintain active linkage with national membership and manage membership records.
 - Other activities as determined by Indiana FCCLA State Executive Board.
4. Promote Indiana FCCLA, including:
 - Recruit new local chapters and advisers.
 - Prepare marketing brochure, handbook, and other materials per marketing plan.
 - Prepare and distribute up-to-date annual calendar of activities to all members/ chapters.
 - Other activities as determined by Indiana FCCLA State Executive Board.
5. Update website at least monthly. Website includes a minimum of the following elements:
 - Mission, Goal, or Purpose Statement, Calendar, Membership information, Link to national chapter, Competition Information, Contact Information for state staff.
 - State leadership information and resources.
 - Chapter and District information.
6. Provide professional development activities for Family and Consumer Sciences in-service and pre-service educators serving as or preparing to serve as a local chapter advisers, including:
 - Conduct training/update session(s) with local chapter advisers.
 - Conduct training/updates with teacher in-service and pre-service educators.
 - Hold and evaluate chapter management in-service for new advisers.
 - Conduct activities for all those requesting mentoring paired with experienced advisers and network development (including promotion of the network).
 - Other activities as determined by Indiana FCCLA State Executive Board.

7. Maintain leadership training program that includes student participation in local, district, state, and national leadership training programs, including:
 - Coordinate all state officer activities, with approval of the State Executive Board.
 - Conduct quality leadership training activities for state officers.
 - Coordinate delivery of quality leadership activities for district and local chapter officers.
 - Coordinate state program with leadership training provided by the national organization.
 - Help maintain an active and productive Alumni organization.
 - Other activities as determined by Indiana FCCLA State Executive Board.
8. Insure that competitive events program includes student participation in foundational, leadership and career preparation events at the local, district, state, and national levels, including:
 - Attend the Indiana STAR Events Administrative Team (SEAT) meetings.
 - Distribute up-to-date list of STAR Events and market participation to members and advisers.
 - Coordinate with SEAT to provide STAR Events training to students and chapters.
 - Coordinate with SEAT to manage registration, facilities, and operations of STAR Events at State Leadership Conference (SLC).
 - Coordinate with STAR Events Director to manage registration of national qualifiers.
9. Work with CTSC Coordination Council (CCC)
 - Participate in all meetings and activities of the CCC.
 - Coordinate Indiana FCCLA's participation in CCC Leadership Training.
 - Plan and implement Indiana FCCLA's Fall Leadership Workshop (FLW) either independently or in concert with other CTSOs.
 - Manage marketing and registration of Indiana FCCLA's participation in CCC activities.
10. Plan and direct the Indiana FCCLA Leadership Academy (LA) to provide leadership training for district and local officers and potential officers.
 - Work with State Executive Board and State Officers to plan and implement LA.
 - Prepare and disseminate materials to promote LA to districts and chapters.
 - Oversee planning and implementation, including registration.
11. Plan and direct the State Leadership Conference (SLC).
 - Work with State Executive Board, State Advisory Council, State Officers, and Advisers to plan programming and marketing for SLC and ProStart Invitational.
 - Prepare and disseminate materials to promote SLC to students, advisers, non-members, alumni, exhibitors, and sponsors.
 - Oversee all planning and implementation: general sessions, educational mini sessions, entertainment, community service event, meal functions, security, and meals for State Officers and staff.
 - Coordinate meeting space, hotel guest rooms, supplies and storage, and meals.
 - Prepare meeting resume and work with hotel staff to implement.
12. Plan and direct state participation in National Leadership Conference (NLC).
 - Prepare and distribute NLC information and materials at SLC.
 - Coordinate Indiana FCCLA's State Meetings, photo, trading pins, T-shirts.
 - Represent Indiana FCCLA at SAM meeting and other state adviser sessions at NLC.

13. Secure financial support and other resources from business, industry, labor, education, and foundations to provide direction and financial assistance for Indiana FCCLA activities as specified below:
 - Establish and maintain collaborative agreements with business, industry, labor, education, and foundations.
 - Increase financial and in-kind support from business, industry, labor, education, and foundations by 2% per year.
 - Create and implement strategic plan to increase organizational sustainability and stability over time.
14. Verify with State Executive Board that the financial business of Indiana FCCLA is managed and conducted in accordance with all local, state, and federal laws and with recognized accounting principles, including:
 - Complete annual budget including all revenue and expenses.
 - Maintain appropriate accounting records, using approved accounting procedures.
 - Manage revenue of the association, with approval of the State Executive Board.
 - Coordinate payment of expenses.
 - Complete final financial status report form including all revenue and expenses.
 - Prepare financial reports for approval of State Executive Board.
 - Prepare reports and invoices required for contract management, for approval of State Executive Board.
15. Secure storage unit and store FCCLA and conference supplies and materials; maintain inventory list.
16. Plan and conduct special activities needed by Indiana FCCLA, as needed and directed by the State Executive Board.

Requirements

- 4 year Degree in Family and Consumer Sciences
- Current member of FCCLA Alumni & Associates
- Current or former FCCLA adviser (preferred)
- Former student member of an FCCLA chapter (preferred)
- Demonstrated success as adviser to a local chapter
- Not required but strongly suggested that candidates have state officer experience
- Able to attend the 2010 National Leadership Conference
- Ability to be bonded

Specifications

The position is contracted with varying time commitments based on the time of year, but is generally a "half-time" position. Compensation will be \$24,000 to \$30,000 based on experience and qualifications.

This posting will be open from now until, Friday, June 4, 2010 or until a suitable candidate is found. All documentation needs to be emailed by this date. Please submit a cover letter, resume, and detailed contact information for references as E-mail attachments (Word or PDF). Submit to infcccla@gmail.com

Questions may be directed to Indiana FCCLA at infcccla@gmail.com. Written responses to all questions will be posted on the Indiana FCCLA website at www.infcccla.org. Interviews will be held in Indianapolis. Those applicants selected for interview will be contacted with an interview time and specific location.